



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

STEVE ARWOOD
DIRECTOR

LARA ALERT

A non-governmental entity called “Corporate Records Service” is trying to collect a \$125 fee to prepare corporate records. The misleading compliance solicitation implies that Michigan requires corporations and limited liability companies to complete an Annual Corporate Records Form, which looks like an official government issued document, but it is not. **Please note: The Department of Licensing and Regulatory Affairs, Corporations, Securities & Commercial Licensing Bureau, Corporations Division does not require the completion or filing of an “Annual Corporate Records Form” or a “2013 Annual Minutes Form”.**

Michigan businesses are receiving an official-looking form called the “2013 Annual Corporate Records Form.” (or in some versions, the “2013 Annual Minutes Form”). The form implies that the recipient is obligated to complete and return it with a fee payment for the preparation of corporate records. The accompanying instructions for completing the form list a return address of 5859 West Saginaw Highway, #343, Lansing, MI, 48917-2460.

Legitimate notices and mailings to Michigan corporations are issued from LARA’s Corporations Division and are mailed to the resident agent at the registered office address on record. When receiving any official-looking document, please review carefully and read the small print. If you are not sure, please contact the LARA Corporations, Securities & Commercial Licensing Bureau at (517) 241-6470.